

Directions: Please complete shaded areas below.

Department Name: Communications Department Project Name: Computer Equipment Acquisition Project Amount: \$48,000 Prepares Name & Contact Information: Asheley Hepburn, 305-375-4572	
Project Type: Please check (✓) one.	
<input type="checkbox"/> Enterprise	<input type="checkbox"/> Communities of Interest
<input checked="" type="checkbox"/> Department Specific	
Funding Source: Please check (✓) one.	
<input checked="" type="checkbox"/> GF Capital	<input type="checkbox"/> Proprietary Capital
<input type="checkbox"/> Mandated Requirement (If checked (✓), please indicate who is mandating this request as well as the time frame)	
<input type="text" value="1"/> Department Priority of Initiative (1, 2, 3, etc.)	

Section A

Background:

We have 13 computers that need to be replaced and six computers that require upgrades. Historically we've maintained funding in the annual operating budget to upgrade our personal computers on an annual basis, however due to budget constraints this practice was no longer available to us. Therefore we're submitting our request this year as a CORF request and as such it is necessary that we request that these Pentium II computers be replaced or upgraded.

Problem Statement:

These 14 older model computers cause us to make numerous repairs and service request annually. This slows down the efficiency of various business processes due to these computers being down. By replacing and upgrading these personal computers we improve our business process and efficiency.

Solution:

Provide the necessary funding to replace or upgrade these 14 personal computers.

Expected Benefits / Direct Payback:

Fulfilling this request could allow the department to reduce its repair cost annually for the next two years by 15% and allow our technical staff to focus its time developing ways to improve our MIS processes as opposed to constantly repairing and trouble-shooting computers. This investment will provide us a pay back period of two years.